

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1 FROM (Agency or establishment)
 Department of State

2 MAJOR SUBDIVISION
 Bureau of Finance and Management Policy

3 MINOR SUBDIVISION
 Chief Financial Officer
~~Committee Management Officer~~

4 NAME OF PERSON WITH WHOM TO CONFER **5 TELEPHONE**
 Marria Braden 202-261-8339

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-59-9418*

DATE RECEIVED *4/5/00*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE **ARCHIVIST OF THE UNITED STATES**
8-10-00 *[Signature]*

6 AGENCY CERTIFICATION
 I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

| | | |
|---------------------------------|---|--|
| DATE <i>3/30/2000</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i> | TITLE Department of State Records Officer |
|---------------------------------|---|--|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|---------------------|---|---|--|
| | See attached. | | |

**Bureau of Finance and Management Policy (FMP)
Chief Financial Officer**

Committee Management Officer.

1. Committee Charters.

Copies of approved charters reflect the purpose for which the committee was established, its functions and responsibilities as well as tasks to be performed.

a. Master.

(1) Recordkeeping copy (paper).

DISPOSITION: Permanent. Retire to RSC one year after renewal for transfer to WNRC. Transfer to the National Archives when 25 years old.

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

b. Background Information.

Documents reflect proposals to establish or use, reestablish, or renew advisory committee charters.

(1) Recordkeeping copy (paper).

DISPOSITION: Permanent. Retire to RSC when one year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

2. Department of State Committees' Annual Reports.

Department of State input for the annual report on Federal advisory committees. Includes statistical and narrative information on budget, activities, performance, and membership.

DISPOSITION: Retire to RSC in 3-year blocks for transfer to WNRC. Destroy when 15 years old.

3. Committee Management Policy and Guidelines/Procedures.

Documents reflect legal mandates and requirements for implementing the Federal Advisory Committee Act (FACA). Included are draft proposals, proposed amendments, decisions and opinions, waivers of reporting requirements, conflict of interest guidance for all private sector advisory committee members and related correspondence.

- a. Recordkeeping copy (paper).

DISPOSITION: Permanent Retire to RSC when 15 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

- b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

4. Interagency Committee Management Groups.

Documents reflect decisions and resolutions to Government-wide Committee Management issues.

- a. Recordkeeping copy (paper).

DISPOSITION: Retire to RSC when 5 years old for transfer to WNRC. Destroy when 15 years old.

- b. Electronic version of records created by electronic mail and word processing applications

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

5. Advisory Committee Meeting Files.

Consist of meeting agendas, minutes, notes, advisory committee notices, and related correspondence.

- a. Recordkeeping copy (paper).

DISPOSITION: Permanent. Retire to the RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

6. Tracking and Control Records.

Logs used to track the publication of advisory committee notices in the Federal Register.

DISPOSITION: Destroy/delete when 10 years old.